



Arizona Department of Environmental Quality  
**REQUEST FOR QUOTATION - FAX ON DEMAND**

RFQ Number: EV05-0123

**Quotation Shall be Due: May 9, 2005 at 3:00 PM Local Arizona Time**

Quotations may be submitted by facsimile. Facsimile No.: (602) 771-4439

**SUPPLIER NOTICE**  
**THIS IS NOT A PURCHASE ORDER**

In accordance with ARS Title 41, Chapter 23, AAC R2-7-336, quotations for the materials or services specified will be received by The Arizona Department of Environmental Quality, at the below specified location, until the time and date cited above. The Specifications and Terms and Conditions of this document should be reviewed and understood before preparing a quotation. The quotation shall be the best net price, F.O.B. Destination, to include all delivery charges, but exclude applicable taxes. Offers should be faxed to (602) 771-4439.

Offers may be mailed or delivered to the below-cited address. Offers must be in the actual possession of the Arizona Department of Environmental Quality on or prior to the time and date cited above, and at the location indicated below. **Late offers shall not be considered.** Offeror's shall deliver or mail their Offer in a sealed envelope or package with the RFQ number and the Offeror's name and address clearly indicated on the envelope or package. All offers must be completed in ink or typewritten. Any additional instructions for preparing an offer are included in this RFQ.

**Arizona Department of Environmental Quality**  
Contracts and Procurement Section  
1110 West Washington Street  
Phoenix, Arizona 85007

**The Arizona Department of Environmental Quality is an equal employment opportunity agency**  
**Small Business and Minority/Woman Owned Enterprise Certification (MBE/WBE)**

**In Accordance With A.R.S. § 41-2535, This Procurement Is Restricted To Small Businesses.** A "small business" is one that, including its affiliates, is independently owned and operated, is not dominant in the type of business it conducts, and which employs fewer than 100 full time employees or which has gross receipts of less than \$4 million in its last fiscal year.

Small business certification: Supplier is \_\_\_/is not \_\_\_ a small business (less than 100 employees or has gross revenues of \$4 million or less)

Minority/Woman Owned Enterprise Certification (MBE/WBE): Supplier is \_\_\_/is not \_\_\_ a Minority Business Enterprise or Woman Business.

**SUPPLIER QUOTATION FOR TOXIC AIR SAMPLER FOR CHROMIUM 6**

**Specifications**

The Arizona Department of Environmental Quality (ADEQ) is soliciting quotations to establish a firm fixed price contract to provide 1 each, Toxic Air Sampler for Chromium 6, Model 924, P/N 924F3 or equal.

Additional requirements are stated in the RFQ.

**THIS SECTION MUST BE COMPLETED BY SUPPLIER**

Arizona Transaction (Sales) Privilege

Tax License No.: \_\_\_\_\_

Sales Tax Percentage Rate: \_\_\_\_\_ %

Federal Employer Identification No.:

\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_-

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

For clarification of this RFQ:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

\_\_\_\_\_  
Signature of Person Authorized to Sign Offer

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

**REQUEST FOR QUOTATION  
SPECIAL TERMS AND CONDITIONS AND  
SPECIAL INSTRUCTIONS TO OFFEROR**

1. Purpose: Pursuant to provisions of The Arizona Procurement Code, ARS §41-2501 et. seq. the Arizona Department of Environmental Quality intends to establish a firm fixed price contract to provide 1 each, Toxic Air Sampler for Chromium 6, Model 924, P/N 924F3 or equal.
2. Documents Incorporated by Reference: The State of Arizona's Uniform Instructions to Offerors (Rev 7.1) (SPO form 201) and Uniform Terms and Conditions (Rev 7) (SPO form 202) and are incorporated into this RFQ as if fully set forth herein. ADEQ encourages Offerors to obtain these documents. Offerors may obtain copies by any of the following means:
  - 2.1 Visit the Arizona State Procurement Office (SPO) web site at: <http://azspo.az.gov/policiesdocuments/index.htm>.
  - 2.2 Faxing a request to ADEQ Procurement, Solicitation Coordinator at (602) 771-4439,
  - 2.3 Mailing a request to ADEQ Procurement, Solicitation Coordinator 1110 W. Washington St. Phoenix, Arizona, 85007, or
  - 2.4 Picking up a copy at ADEQ Procurement, 1110 W Washington St. Phoenix, Arizona, 85007.
3. Contract Type: Firm fixed price.
4. Term Of Contract: The term of any resultant contract shall commence on the date of award and shall continue for a period of one year thereafter, unless terminated, canceled or extended as otherwise provided herein.
5. Contract Renewal: ADEQ shall have the right, to renew the contract for supplemental periods, up to a maximum of forty-eight months, as deemed to be in the best interest of the Department. In the event ADEQ elects to extend the contract, the contract shall be extended by contract Amendment.
6. Contract Amount: The total aggregate amount of all services performed pursuant to this contract shall not exceed \$50,000.00. This dollar amount includes the initial term of the contract and any contract extensions.
7. Price Adjustment: ADEQ may review a fully documented request for a price increase before the time of a contract extension. ADEQ shall determine whether the requested price increase or an alternate option is in the best interests of ADEQ. A fully documented request shall be sent to the Contract Officer 60 days before the requested effective date of the price increase. Price increase requests will only be considered for factors the contractor was not aware of at the time of Offer submission, for instance increases in the costs of health insurance, cost of living, etc. The price increase adjustment, if approved, will be effective after the date of the price increase.

The price increase adjustment, if approved, will be effective upon the first day of the month following approval.
8. Price Reduction: A price reduction adjustment may be offered at any time during the term of a contract and shall become effective upon notice.
9. Pricing: Pricing shall be submitted on an all inclusive basis and shall contain labor rates, labor benefits, payroll burden, insurance, Workman's compensation, fees, all taxes, profit, overhead and all other related cost factors to include delivery (if applicable). All prices must be shown on Attachment 1 Price Sheet, which must be completed and returned with the offer. ADEQ will not reimburse any item other than the all inclusive price(s) contained in Attachment 1 Price Sheet.
10. Billing: The contractor shall submit all invoices to ADEQ, Attn: Accounts Payable, 1110 West Washington Street, Phoenix, Arizona 85007-2935. Invoices shall identify the quantity and type of the commodity/service provided. In addition, the invoice shall include the date of services, contract number and purchase order number.

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11. Exceptions: Exceptions submitted with an Offeror's proposal shall be considered null, void and without force and shall not be considered.
12. Terms and Conditions: All terms and conditions of this RFQ are included. An Offeror's preprinted or standard terms will not be considered by ADEQ as a part of any resulting contract.  
  
ADEQ employees shall not sign any documents that add additional Terms and Conditions.
13. Changes: ADEQ reserves the right to add or delete materials and make other changes within the general scope of work as may be deemed necessary to best serve the interests of the State. In the event that additional services are needed, they shall be documented by formal amendment(s) to the contract.
14. Non-Exclusive Contract: ADEQ has the right to procure the materials/services listed herein from contractors other than those awarded pursuant to this Solicitation when necessary to meet the requirements of ADEQ.
15. Brand Name or Equal Specification: Any manufacturer's names, trades name, brand names or catalog numbers used in the specifications are for the purpose of describing and establishing the general quality level, design and performance desired. Such references are not intended to limit or restrict bidding by other Offerors, but are intended to approximate the quality design or performance, which is desired.
16. Additional Brand Names: Additional Brand Names may be offered. Any Offeror, which proposes a like design, performance or quality, will be considered. If the description of your Offer varies in any way, you shall give a complete detailed description of your "Or Equal" product including pictures and literature where applicable. Unless a specific exception is made, the assumption will be that you are bidding exactly as specified on the Price Sheet.
17. Offshore Performance of Work Prohibited: Due to security and identity protection concerns, all services under this contract shall be performed within the borders of the United States. All storage and processing of information shall be performed within the borders of the United States. This provision applies to work performed by subcontractors at all tiers.
18. Disadvantaged Business Requirements: The U.S. Environmental Protection Agency mandates contracts funded by federal money include requirements relating to Minority Business Enterprises (MBE), Women owned Business Enterprises (WBE) and Small Business Concerns (SBE). The requirements are listed in Exhibit A of this proposal and the contractor shall comply with these terms after contract award. The ethnic and gender composition of an Offeror's firm, as well as that of any proposed Subcontractor(s), shall not be considered in the evaluation process.
19. Lobbying: Contractor shall not engage in lobbying activities, as defined in 40 CFR pt. 34 and ARS 41-1231 et. seq., using monies awarded under a contract. Upon award of contract, contractor shall disclose all lobbying activities to ADEQ to the extent they are an actual or potential conflict of interest or where such activities would create an appearance of impropriety. Contractor shall implement and maintain adequate controls to assure that monies awarded under a contract shall not be used for lobbying. All proposed subcontractors shall be subject to the same lobbying provisions stated above. Contractor must include anti-lobbying provisions in all contracts with subcontractors.
20. Price Sheet: Price Sheet, Attachment 1 must be filled out in its entirety.
21. Delivery:
  - 21.1 **Material ordered prior to May 16<sup>th</sup> shall be delivered and invoiced prior June 30<sup>th</sup>.**
  - 21.2 Delivery shall be FOB Destination to ADEQ, Attn: Receiving Section, 1110 W. Washington Street, Phoenix, Arizona 85007. The Unit Price indicated on the Pricing Sheet for an Item shall include any cost associated with delivery. The Contractor shall retain title and control of all goods until they are delivered. Equipment shall be off-loaded by the shipper at the designated shipping point. Inside delivery is a requirement of this shipment. All risk of transportation and all related charges shall be the responsibility of the Contractor. All claims for visible or concealed

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damage shall be filed by the Contractor. ADEQ will notify the Contractor promptly of any damaged goods and shall assist the Contractor in arranging for inspections.

22. Evaluation Criteria: The contract shall be awarded to the lowest responsible and responsive Offeror whose offer conforms in all material respects to the requirements and criteria set forth in the Request for Quotation. Contract shall be evaluated and awarded on an "All or None" basis.
23. Amendment of Solicitation: Receipt of a Solicitation amendment must be acknowledged by signing and returning the document, with an original signature, to the Department, when submitting an offer or prior to Solicitation due date and time.
24. Subcontractors: Offerors who intend to subcontract any portion of the contract must identify the proposed subcontractor in their offer.
25. Offshore Performance of Work Prohibited: Due to security and identity protection concerns, all services under this contract shall be performed within the borders of the United States. All storage and processing of information shall be performed within the borders of the United States. This provision applies to work performed by subcontractors at all tiers. Offerors shall declare all anticipated offshore services in the proposal.
26. Questions: All questions regarding this RFQ, including specifications, bid process, evaluation, etc., shall be directed to Daniel D. Pinkstaff at (602) 771-4762 or email at [ddp@azedq.gov](mailto:ddp@azedq.gov)

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ATTACHMENT 1  
PRICE SHEET**

Offeror proposes to furnish all items as stated in the Specifications and in strict conformity with the Request for Quote for the following all inclusive prices.

ITEM	DESCRIPTION	QTY	U/M	UNIT PRICE	EXTENDED PRICE
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1.	<b>Toxic Air Sampler for Chromium 6, Model 924, P/N 924F3 or Equal *</b>	1	EA	\$ _____	\$ _____
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To Include:

3 each 37/47mm filter channels for Chromium 6 sampling, Sampling Module, Control Module and Pump Module and Stainless Steel and plastic Filter Support Screens.

1.1 Or Equal brand name and model number: \_\_\_\_\_

1.2 Meets or exceeds specifications: Yes \_\_\_\_\_ No \_\_\_\_\_

2.	<b>Ribbon, Printer P/N 22332-0029 6 ribbons per package *</b>	1	EA	\$ _____	\$ _____
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2.1 Or Equal brand name and model number \_\_\_\_\_

2.2 Meets or exceeds specifications: Yes \_\_\_\_\_ No \_\_\_\_\_

3.	<b>Paper, Printer P/N 22335-0018 20 rolls per package *</b>	1	EA	\$ _____	\$ _____
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3.1 Or Equal brand name and model number \_\_\_\_\_

3.2 Meets or exceeds specifications: Yes \_\_\_\_\_ No \_\_\_\_\_

SUB TOTAL ITEMS 1 - 3 ONLY \$ \_\_\_\_\_

3.	<b>Maintenance</b>	20	HR	\$ _____	\$ _____
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4. **Spare Parts Discount** \_\_\_\_\_ % from Price List \_\_\_\_\_ Dated \_\_\_\_\_

5. **Discount for early payment:** \_\_\_\_\_ days from receipt of invoice \_\_\_\_\_ % off

GRAND TOTAL ITEM 1 AND 3 ONLY \$ \_\_\_\_\_

\* Material ordered prior to May 16<sup>th</sup> shall be delivered and invoiced prior to June 30<sup>th</sup>.

Supplier will \_\_\_\_\_ will not \_\_\_\_\_ accept the State of Arizona's credit card, the American Express Corporate Card.

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EXHIBIT A  
DISADVANTAGED BUSINESS REQUIREMENTS**

**DISADVANTAGED BUSINESS REQUIREMENTS**

It is United States Environmental Protection Agency (EPA) policy that recipients of EPA financial assistance award a fair share of contracts/procurements to Minority Business Enterprises (MBE), Women owned Business Enterprises (WBE) and Small Business Concerns (SBE). Because each is a separate entity, the objective is to assure that each of these three business entities is given the opportunity to participate in the procurement process.

1. **Fair Share Goals:** The United States Environmental Protection Agency, after negotiation with the State of Arizona, has established the Fair Share Goals given below for the percentage of federal monies to be spent in procurements from MBEs and WBEs. No Fair Share Goals have been established for SBEs.

	<b>Construction</b>	<b>Equipment</b>	<b>Services</b>	<b>Supplies</b>
MBE	8%	9%	14%	11%
WBE	10%	12%	19%	15%

2. **Six Affirmative Steps:** If Contractors propose to use subcontractors to perform work under the Contract, Contractors are required to use the Six Affirmative Steps listed below in recruiting subcontractors.
  - a. Include qualified SBEs, MBEs, and WBEs on solicitation lists;
  - b. Assure that SBEs, MBEs, and WBEs are solicited whenever they are potential sources;
  - c. Divide total requirements, when economically feasible, into small tasks or quantities to permit maximum participation of SBEs, MBEs, and WBEs;
  - d. Establish delivery schedules, where the requirements of the work permit, which will encourage participation by SBEs, MBEs, and WBEs;
  - e. Use the services and assistance of the Small Business Administration and the Minority Business Development Agency, U.S. Department of Commerce, as appropriate; and
  - f. Require subcontractors to take the affirmative steps in paragraphs (1) through (5).

EPA's experience is that prime contractors have been and should be able to meet fair share objectives through effective race/gender neutral outreach and recruitment of MBEs, and EPA's primary emphasis will continue to be to expand MBE/WBE participation primarily through race/gender neutral methods such as the Six Affirmative Steps.

ADEQ or EPA may require contractors that do not meet applicable Fair Share Goals in their subcontract procurements to document efforts made to implement the Six Affirmative Steps.

The Minority Business Development Agency (MBDA) and the Small Business Administration (SBA) both have Internet websites that provide lists of MBE/WBE/SBE businesses and/or methods of contacting these suppliers.

MBDA Website: <http://www.mbda.gov> - SBA Pro-Net Website: <http://pro-net.sba.gov>

MBDA and SBA can be also be contacted at their offices in the Phoenix area or at any of their other locations throughout the United States.

Greater Phoenix MBDC  
255 East Osborn Road, Suite No. 202  
Phoenix, AZ 85012  
Phone: (602) 248-0007  
Fax: (602) 279-8900

Small Business Administration  
2828 North Central Avenue  
Phoenix, AZ 85004-1093  
Phone: (602) 745-7200  
Fax: (602) 745-7210

3. **Reporting:** Contractors must complete the MBE/WBE/SBE Utilization Report form for each Federal fiscal year (October to September) for the duration of the Contract. The report is due October 15 of each year or 30 days after the end of the Contract term, whichever is sooner.
4. **Additional Requirements:** Contractors shall include the Fair Share Goals above in their bid documents for subcontracts. Contractor shall not use any race or gender conscious methods of recruiting MBEs or WBEs.
5. **Definitions:**

**Construction** means: construction, alteration, repair (including dredging, excavating and painting) of buildings, structures or other real property. For purposes of the definition, the terms "buildings, structures or other real property" include but are not limited to improvements of all types, such as bridges, dams, plants, highways, parkways, streets, subways, tunnels, sewers, mains, power lines, cemeteries, pumping stations, railways, airport facilities, terminals, docks, piers, wharves, ways lighthouses, buoys, jetties, breakwaters, levees, canals and channels. Construction does not include the manufacture, production, furnishing, construction, alteration, repair, processing or assembling of vessels, aircraft or other kinds of personal property. See FAR Part 36.

**Equipment** means: tangible, non-expendable, personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit" See 40 CFR 31.3.

**Minority owned Business Enterprise (MBE)** means a business concern that is (1) at least 51 percent owned by one or more minority individuals, or, in the case of a publicly owned business, at least 51 percent of the stock is owned by one or more minority individuals; and (2) whose daily business operations are managed and directed by one or more of the minority owners. (con't on page 3)

There is no standard definition of minority individuals used by all Federal financial assistance regimes. However, recipients shall presume that minority individuals include Black Americans, Hispanic Americans, Native Americans, Asian Pacific Americans, or other groups whose members are found to be disadvantaged by the Small Business Act or by the Secretary of Commerce under Section 5 of Executive Order 11625. More information can be found in EPA's "Guidance for Utilization of Small, Minority and Women's business Enterprises in Procurement under Assistance Agreements," which may be found on the Internet at:

<http://www.epa.gov/osdbu> or you may contact ADEQ for information on obtaining it. When reporting on MBE participation, contractors may rely on the MBE certification of a firm by any government entity or a firm's certification of itself as MBE.

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Procurement means: the acquisition through order, purchase, lease or barter of supplies, equipment, construction or services needed to accomplish Federal assistance agreement.

Services: The EPA defines services as per the Federal Acquisition Regulation's definition of "service contract." A "service contract" is "a contract that directly engages the time and effort of a contractor whose primary purpose is to perform an identifiable task rather than to furnish an end item of supply. . . ." See FAR Part 37.

Small Business Concern (SBE) means: Any business entity, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria and size standards set forth in 13 CFR Part 121.

Supplies means all personal property other than "equipment." See 40 CFR 31.3.

Women owned Business Enterprise (WBE) means a business concern that is (1) at least 51 percent owned by one or more women, or, in the case of a publicly owned business, at least 51 percent of the stock is owned by one or women; and, (2) whose daily business operations are managed and directed by one or more of the women owners. When reporting on WBE participation, contractors may rely on the WBE certification of a firm by any government entity or a firm's certification of itself as WBE.

6. Calculating Percentages: A subcontractor cannot be listed fully under all three categories. For example, if a WBE business is also a MBE and a SBE, that business's participation cannot be applied fully to the MBE, WBE and SBE percentages. Either allocate the total percentage among the three or apply that business's percentage fully to one of the categories of your choosing. The same rule applies to businesses qualifying as two of the three categories (i.e. MBE + WBE or MBE + SBE or WBE + SBE).

If a portion of the prime contract/grant is ineligible for ADEQ/EPA funding participation (this includes matching funds) and some of all that ineligible work is performed by an MBE, SBE and/or WBE, such work can be included in the percentage of participation. For example, \$2,400 ineligible project related work performed by an MBE under a prime contract ELIGIBLE amount of \$80,000 results in 3% participation.

7. Instructions for Completing MBE/WBE/SBE Utilization Report Form:

**PART I**

1. Enter the Federal fiscal year.
2. This box has been completed for you.
3. Provide contact information for the person preparing the report.
- 4a. Contract number assigned by ADEQ.
- 4b. Check type of contract/grant.
- 5a. Period during which contracts and other purchases under this award were actually executed.
- 5b. Includes procurement using State funds plus recipient matching funds and funds from other source.

- 5c. Percentage of total procurement dollars (participation goals) recipient plans to spend with MBEs/WBEs this fiscal year.
- 5d. Dollar amount of all MBE/WBE/SBE sub-contracts awarded under this contract/grant this quarter.
6. Additional comments or explanations. Please refer to specific item number(s) if applicable.
7. Name and title of reporting official.
8. Signature and month, day, year report submitted.

**PART II**

For each MBE/WBE/SBE procurement under this contract/grant during the reporting quarter, provide the following information.

1. Check whether this is a first tier procurement made directly by the contract/grant awardee recipient or second tier procurement made by sub-contractor.
2. Check MBE/WBE/SBE as appropriate.
3. Dollar value of procurement.
4. Date of award, shown as month, day, year.
5. Using codes at the bottom of the form, identify type of product or service acquired (e.g., enter 1 agriculture, 2 if mining, etc.).
6. Name and address of MBE/WBE/SBE.
7. For further information: If you have any questions, please call Procurement at (602) 771-4774.

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MBE/WBE/SBE UTILIZATION REPORT – PART I			
1A. Federal Fiscal Year: _____			
2. State Contracting Agency <small>(Department/Agency, Bureau/Administering Office, Address)</small>  Arizona Department of Environmental Quality 1110 West Washington Street, Mail Code: 6415A-4 Phoenix, AZ 85012-2809	3. Reporting Recipient <small>(Name and address)</small>		
2A. Reporting Contact	Phone No.	3A. Reporting Contact	Phone No.
Solicitation Coordinator		(602) 771-4774	
4A. Contract/Grant Identification Number _____			
4B. Type Of State Agreement <input type="checkbox"/> Contract <input type="checkbox"/> Grant <input type="checkbox"/> Other Federal Assistance Program			
5A. Period When Procurement Under This Award Occurred Start Date: _____ Finish Date: _____			
5B. Amount of Total Project Dollars Planned to be Used This Fiscal Year  \$ _____	5C. Recipient's MBE/WBE/Goals <small>(Percent of total procurement dollars (5B) for each)</small> MBE _____ %    SBE _____ % SBE _____ %		
5D. MBE/WBE/SBE Procurement Accomplished this Quarter MBE \$ _____    WBE \$ _____    SBE \$ _____			
5F. Total Procurement this Quarter: \$ _____			
6. Comments:			
7. Name of Authorized Representative:		Title:	
8. Signature of Authorized Representative:		Date:	



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